

Classified Personnel Council Meeting
Thursday October 21, 2021. 1:00 pm – 3:00pm
FY21 Regular Monthly Meeting
Microsoft Teams



**CLASSIFIED
PERSONNEL COUNCIL
COLORADO STATE UNIVERSITY**

Business Meeting

Call-to-Order

CPC Announcements and Updates

- Approval of CPC 9.15.2021 Meeting Minutes
- Financial Update – Meg Skeehan
- Campus Climate Survey
- Adrian added to Executive Leadership Team
- Three days of professional development the week of Thanksgiving
- The Diversity Symposium – October 25th – 29th.

President McConnell

CPC Announcements and Updates continued

- Sonjia Cervantes – Co WINS and MSFN (Multicultural Staff and Faculty Network)
- Ivy Geilker – Ratification Update
- HR Update – Robyn Fergus
 - SilverCloud

CPC Committee Reports:

- Communications – Kristin Berthold
- Employee Recognition – Nancy Cowley
- Legislative – Wayne Hall
- Employee Engagement and Experience – Meg Skeehan/ Alisha Zmuda
- Executive – Jim Abraham

Classified Personnel Council Meeting
Thursday September 16th, 2021. 1:00 pm – 3:00pm
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COLORADO STATE UNIVERSITY

Attendance:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Jim Abraham, Environmental Health Service | <input type="checkbox"/> Brian James, CSU PD |
| <input checked="" type="checkbox"/> Stacey Baumgarn, Facilities Management | <input type="checkbox"/> Chuck Johnson, Facilities Management |
| <input checked="" type="checkbox"/> Kristin Berthold, Chemistry | <input checked="" type="checkbox"/> Valerie Lewis, Health Network |
| <input checked="" type="checkbox"/> Amy Bruning, Human Resources | <input checked="" type="checkbox"/> Amber Lobato, Health Network |
| <input type="checkbox"/> Jeff Cornelius, Housing and Dining Serv. | <input checked="" type="checkbox"/> Adrian Macdonald, Statistics |
| <input checked="" type="checkbox"/> Nancy Cowley, Lory Student Center | <input checked="" type="checkbox"/> Chuck Richards, CSU Police Department |
| <input checked="" type="checkbox"/> Brandon Fuller, Housing and Dining Serv. | <input checked="" type="checkbox"/> Kate Sherman, Political Science |
| <input checked="" type="checkbox"/> Wayne Hall, ACNS | <input checked="" type="checkbox"/> Meg Skeeahan, Dept of Accounting |
| <input checked="" type="checkbox"/> Abby Hanouw, Registrar's Office | <input checked="" type="checkbox"/> Jaymee Woolhiser, International
Students and Scholars Services |
| <input checked="" type="checkbox"/> Eva Hybiak, Campus Recreation | <input checked="" type="checkbox"/> Lourdes Zavala, Access Center |
| <input checked="" type="checkbox"/> Julia Innes, Facilities Management | <input checked="" type="checkbox"/> Alisha Zmuda, Student Disability Center |

Ex-Officio Members, CPC Volunteers and Guests:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Kelly Hixon | <input checked="" type="checkbox"/> Tammy Hunt, Office of Policy & Compliance |
| <input type="checkbox"/> Sarah Olsen, APC Chair | <input checked="" type="checkbox"/> Rachel Barrlett |
| <input type="checkbox"/> Sue Doe, Faculty Council Chair | <input checked="" type="checkbox"/> Sandra Dailey |
| <input checked="" type="checkbox"/> Christie Mathews, APC Representative | |
| <input checked="" type="checkbox"/> Robyn Fergus, Human Resources | |

Attendance was taken during the meeting via Teams and in person. Please connect in if there are any changes that need to be made.

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Call-to-Order

Rachel Barrett – State Classified Promotional Process and PDQ Audit

- Introduction of Rachel Barrett
 - Recruitment, job evaluation, retention, profession development, succession track, etc. all within the state classified system.
 - Will start with promotional process, then move into the nuts and bolts. From there we will move into the position description
 - Started in employment evaluation in 2010 attended first job evaluation training in 2012 and certified in job evaluation in 2014.
 - Mentoring other HR consultants to achieve their certification status as well.
 - Living and breathing State Classified system for a while. Class description, decision making authority complexity of work, etc.
- We will have time for questions at the end.
- Promotional process, timelines, turnaround time, and then into the position description.
- Promotions
 - Process map for promotions
 - 15th of the month promotions need to be submitted to be considered for the 1st of the following month. Everything from the 1st – 15th will be reviewed for October 1st for reclassification and promotions.
- Position description is modified in TMS
 - Some of our direct supervisors have access, some have HR liaison or HR support person who will work to put updated position description information into TMS.
 - In State Classified world hiring authority is the direct supervisor.
 - There is different verbiage between State Classified side and AP side
 - Direct supervisors' authority to make changes to the position and delegate decision making authority, delegate different areas of work or different work.
 - Changes and updates start with direct supervisor
 - It might start even further with employee going to the supervisor letting them know that position has really grown
 - Employee won't own a workflow step, but that can be a life cycle of an update and a promotion as well.
- Grey Box - Hiring authority within the system approves the position
 - Sometimes this is an HR role for department
 - They would pass this on to HR Job evals on your behalf.

- (Dark Green boxes on Power Point) Preform job evaluation and reevaluate position description – Rachel Barrett owns this
 - Everything in dark green is the stuff going on behind the scenes.
 - Rachel might need to have a conversation with the department.
 - Might need information about the job description.
 - Sometimes need additional information.
 - Sometimes the decision-making authority is ambiguous in nature, and the supervisor or employee might need to provide a specific example of the most significant decision they are making for the unit without checking in with anyone else and full discretion Rachel will reach out to the department.
 - Sometimes this leads to a back-and-forth dialogue and discussion.
 - Once the position has been approved it goes to the signature authority.
- (Orange Box) Signature authority – Level within the organization that is legally accountable for the position.
 - Does have opportunity to make edits and then finalized and moved on to records.
 - The position gets a new version in records and an accurate description to generate job position.
- Pay equity worksheet
 - We are now looking at salary equity across the board within the division when we promote positions
 - Senior employee in the position with a recent hire, who was brought in at a higher range, we will start to look at the pay equity for folks in the office to further support the justification we will setting the position for
 - Will pull seniority dates, salary and work with division HR to further support.
 - If the promotion does surface equity issues they can be addressed at this time as well.
- Posting closes
 - Equal pay has been very much on the forefront of our mind, but more so with the amendment over the last year.
 - We have finalized requirements, job announcement closes, everything is official and then move forward with the oracle action.
 - Department must submit oracle action by the payroll deadline by the first of the month for the promotion to be effective that first payroll month.
 - Whether a position is going from a State Classified to a new State Classified title or exempt or nonexempt – either process is covered by this promotional process.
- Questions on Process:

- **Jim:** how would a worker approach their supervisor when they are taking on additional duties and feel they deserve a promotion, and what is the recourse if a supervisor disagrees and says no?
- **Rachel:** There are a couple of ways to acknowledge change in responsibilities – significant changes
 - One is with the promotional process.
 - Significant changes to the assignment that do require impact classification – position audit.
 - In range salary increase – might not impact classification, but a way to account for additional responsibilities and duties. (follows similar workflow).
 - Might have employees reach out to Rachel and ask how to start that conversation, and what are the options, and what should I reference before connecting with supervisors.
 - 1st resources; send folks to compensation policy.
 - <http://policylibrary.colostate.edu/policy.aspx?id=706>
 - Best place to start. There are some instances that allow for In-Range salary work, but not others. Sometimes more of the same work doesn't equal an in-range salary increase
 - Example: 1 more supervisor position
 - However; say you are supervising 2 people and have not met the threshold of unit supervision (3 or more FTE) and you are gaining another supervisee, this might push you over and you might fit within the line staff authority guidelines.
 - In approaching a supervisor
 - If a supervisor is not seeing the additional duties being substantial, it's a good idea to unpack this a little bit and find out why the supervisor might not see this.
 - All employees have the right to have their position reviewed every 12 months.
 - During employee review you will sign off on the description being accurate, but if you don't feel like it is an accurate description you can request a formal request.
 - If your supervisor says no to connecting with HR - reach out Rachel directly.
 - Rachel can reach back out to supervisor or hiring authority and have a conversation.
 - Should take the request very seriously.

- As the supervisor, you might not be seeing changes to the addition of work it might just be more of the same, same complexity or level of work, or didn't need significant training to take on the work – it's fine for the supervisor not to have the answer on that.
 - Supervisor might not see it, but it is encouraged to still reach out and leave it up to Rachel to make the call.
 - Employees have the right to have their position updated.
- **Jaymee:** Are there pay increases attached to increases in education? For example, I recently graduated with a bachelor's degree. I was hired on my associate's degree. Is there an avenue for me to request a pay increase due to the increase in credentials?
- **Rachel:** That would really fall within the in-range salary increase.
 - Most of the time the in-range salary increase will be built into the requirement of that position and built into the recruitment.
 - Often associates degree or bachelor's degree are used as substitutions.
 - Vet Tech and IT Tech – outline an associates degree minimally.
 - When thinking about a promotion, the entire State classified job system is position based, not person based.
 - HR is always considering what is minimally required of the position
 - Is a bachelor's degree required to do the position and complete the work? If yes, might need to redo the position because no longer in the right classification.
 - Movement from associate's to bachelor's degree is usually on seen in a retention plan in the IT series and there is a plan with the position.
 - Track that is laid out prior to hiring.
 - If a bachelor's degree is going to be required or acknowledged it would probably be first a change in classification so that Rachel can demonstrate the degree is required.
- **Julia:** What does open and closing the position entail? Does an interview need to take place?
- **Rachel:** Job positing is really just an announcement – don't need to accept applications (from State of Colorado).
 - Historically we would have entered into a recruitment process and have considered anyone who was applicable for that role.
 - If fewer than 6 they would be sent to an interview.
 - The messaging around this has changed and it is now just a positing and no interview is needed. – The posting will also show what the compensation will be.

- Since 2010 there have only 2 people that came forward and wanted to be considered for a promotional opportunity.
- **Kristin:** are there any increase pay options when it's just volume related?
- **Rachel:**
 - Supplemental pay might be a better option – temporary
 - Employment office does not own the supplemental pay approval. Supplemental pay is not always viable or easy – Employment office does not own the supplemental pay.
 - If there are a lot of additional work for an employee that is causing them to work more hours it would be compensated via overtime vs. supplemental pay. Because if they are still achieving all of their work within 40 hours the overtime would be compensation.
- **Robyn:** Overtime is appropriate for nonexempt roles.
- **Jamyee:** is overtime required or comp time?
- **Rachel:**
 - Department can choose.
 - If comp time is the preference that is allowed.
 - Caution folks to have a good policy around what does that comp time look like so you're not tipping the scales and that the hours are never being used.
 - When does comp time need to be used, and is there enough time to take that comp time.
 - Don't want to run time up and never be able to take it.
 - There are still some supplemental pay questions that Robyn is providing answers to.
- **Adrian:** Department has faced rejections of movements because of equity across campus. Seems that equity reasoning is being told “no” to everyone and no one will receive a promotion or the increase movement.
- **Jim:** It seems like if pay equity is used to inhibit a raise, that will always be easier than bringing everyone up to the same level. Negative inertia is what we're trying to look at and how being used in a transparent way to make sure that folk who should receive that promotion or in-range movement would not receive that.
- **Rachel:** Last few weeks have been identifying equity issues and how to fix it.
 - Yes, there are limitations across the division and are seeing equity issues, if we're going to address them can't just do for one. Need to do it for all.
 - It can hold some departments back in some regard, but if that's the case might not be equitable.
 - Rachel is trying to find equity issues and fix it – Tracy Huttson will be the one looking across the division and who you would work with regarding Pay Equity.
 - Within Pay equity there are allowable factors for inequity to occur.
 - Job variation
 - seniority date

- Job infrequency.
- Education
- Experience
 - When making a decision or a call we're pulling all of this in for consideration. May not be a quick across the board.
 - Will also say that things have changed since the equal pay amendment has rolled out.
- You will now fill out an equity worksheet, which did not happen in the past. If you can provide justification of why someone merits that salary, then that justification is taken into account.
 - Departments are now able to provide justification – as long as solid HR will accept
 - If another department is holding back – looking at consistency within salary, but if we're doing a full on worksheet have enough to substantiate a salary for an individual for one of those allowable factors.
 - Submit equity worksheet!
 - More flexibility for one if we fulfill the equal pay factors
 - The reason for a no could be cost in the past, but this might change with the equity worksheet!
- **Robyn:** Whenever possible, HR team when approached for an increase are looking at all the factors Rachel outlined as it relates to the role.
 - We are looking at all the factors to recognize and value employees, but we try to find flexibility.
 - Flexibility about how we can make comparisons
 - Equal pay act is a factor
 - Need to look at rules in state classified system.
 - Ex. Rachel has been here 10 years and bringing in outside experience as well, someone coming with less experience will not receive as high a pay increase as Rachel.
 - Based on the level of experience
 - The worksheet that equal pay act has asked us to introduce has caused us to go back and get assessment from the department.
 - Might be able to get you to a certain point, but can't get you to a certain point if you don't have the same experience as someone else.
- **Rachel:** Holistic view. We are always doing as much as we can without creating inequity.
 - The amount of information really does inform the direction we can move and keep in compliance.
- **Nancy:** What is your advice when someone is continually asked to work outside of PDQ and get them that bump, but you are continuing to receive resistance?
- **Rachel:** Have support of supervisor, but not of the hiring authority.

- Need to be careful because it sounds like we are trying to avoid paying more. (Compensation bottom dollar)
 - Need to be careful because it can open us up for other events.
 - If someone is performing at a hire level and they are receiving compensation is below the minimum of that level it is opening us up to risk.
 - Employees are allowed to ask for a formal review.
 - Now more than ever employees have felt empowered with COWINS
 - Have another resource to check in with and make sure employer is approaching assignment and valuing/compensating appropriately.
 - Supervisors: make sure we're compensating folks appropriately within salary range – go to bat with leadership and signature authority. If it is about money at the end of the day we need to figure out how to redistribute the work.
 - Maybe there are things we shouldn't ask employee to do if we will not compensate, but where will work fall.
 - Need to make sure have bandwidth and capacity
 - Envision how work that is usually compensated at a higher rate gets redistributed.
 - Don't want to see folks leave because they are not feeling valued – We are in the “Great Resignation”
 - Want to make sure we're maintaining choice employer status.
 - **Robyn:** If someone experiences a challenge and feels like they are working out of classes. Have conversation with leader with supervisor and ask the question. If then you're experiencing challenges encourage you to connect with local level HR folks to connect further with Rachel and the employment team to see what possibilities exist.
 - HR is here to help with those types of situations – can conduct an evaluation/review to see what other possibilities exist.
 - Changing or shifting work, someone is working out of class, etc.
 - **Rachel:** Trust question: If you don't trust your HR representative follow the advice that Robyn provided, and you can reach out to Central HR. Can reach out Rachel to have conversations. They are here to help and to listen and they are happy to bring in folks to connect with leadership.
 - Have had supervisors reach out to see if give preliminary review of classification and take that to leadership
 - Impact to role and budget based on that preliminary
 - Presenting solid info to leadership
 - Following up with leadership after a preliminary review is always important.
 - Do have an On-buds that we do have a resource as well – Rachel partners with them quite a bit!

- Rachel talks directly to employees and supervisors.
 - **Adrian:** Is there any presentation like this given to supervisors so that they know how to move through this process?
 - **Rachel:**
 - We did take a full PowerPoint training on the road for writing a position description and converted to new learning management tool.
 - New management tool – in the moment training.
 - Focused on how to write a PD
 - Have not used the tool to write a changing position process
 - Rachel will start the discussion into the promotional process – pull into the new tool to have fresh for campus!
- Position description – What Warrants a Promotion
 - Happy to come back and break it down a little further!

CPC Announcements and Updates

- Approval of CPC 8.12.2021 Meeting Minutes
 - Jim moves to approve and Abby seconds with addition of Stacey's updated/edited minutes.
- Financial Update – Meg Skeehan
 - Spent some money in August!
 - August, we had the Invest in Yourself Event everything for that event \$1078.95, and retreat estimate \$725 total for food and room, a charge of just under \$80 award.
 - Hoping to get some support for the Invest in Yourself event since we had some partners with the event.
 - If your committee is looking at getting some things, meal cards, gift cards, etc. try to get a sense of how much money you'll be asking for and submit a budget request.
 - Meg is happy to help with that.
- HR Update – Robyn Fergus
 - No major updates to share today.
- Colorado WINS Bargaining Update – Heather Bradley and Ivy
 - Organizers with COWINS
 - Explain bargaining going on between COWINS and the State.
 - Timelines of Collective Bargaining
 - Contract negotiations should be closing by the end of September 2021.
 - Statewide contract work
 - All state employees get to vote on ratification of the contract
 - If you're okay with the contract as is or if you want to go back to the negotiation table.
 - Going to department level after ratification

- Department level bargaining to center your issues
 - Everything budget related must be funded by the state legislature and will go into effect fiscal year 22 – Starting July 1st, 2022.
- **Jim:** Could you expand on what the actual contract is?
- Heather: there are 20 provisional agreements
 - 3 years – evergreen
 - Once in place, in 3 years the bargaining team will go back to the table until a new contract is negotiated
 - Old contract will stay in place until a new contract is negotiated – likely will be a new 3-year contract,
 - Have been in back to back negotiating for the last 3 weeks to figure out raises, step increase, and \$15 minimum wage provisionally.
 - Provisional agreements that have been made
 - Trying to figure out some of the harder questions
 - \$15 minimum wage for all state employees
 - Will also be talking about step raises and raises
 - Flexible work arrangements – if you can do your job at home and its possible you should be able to work from home within those standards.
 - Discrimination and equity policy in place
 - 5 point review system
 - Can't be quotas on scores and rating – can't rate less if you don't meet quota.
 - Need to sleep between shifts
 - Need to have certain amount of warning for mandatory overtime
 - Shift changes – 30 days notice for significant full time shift change.
 - Labor management committees meet 1/month to talk about what employees are experiencing on the work site day to day, open line of communication.
 - Leave benefits are in mediation right now.
 - Working to increase to about of month of PTO in some capacity.
 - Things we don't have any sort of agreement on we can't say too much about.
 - State has not come back with any counter offer so we have not publicly announced.
 - Working on more transparent hiring and firing process
 - Making sure that positions that are open are actually open.
 - Making sure those positions are being filled.
 - Maintaining safe staffing.

- Volume increase – talking about that vacancies filled and need more staff so that you are doing what you are hired for.
 - **Jim:** has there been an emphasis on annual vs. sick?
 - No good answer right now, will have more within the next week or two.
 - All state employees who are covered vote on ratification even if you are not a union member.
 - You will get emails and texts.
 - Should see at least one email and at least one text once voting opens
 - Threshold for passing is a simple majority.
 - Economic demands are the number one goal
 - Increased raises and step increase and \$15/hour minimum (\$31,500 is \$15) minimum.
 - Trying to make this retroactive, if you do have 10 or 20 years experience you would see all the steps within the next years salary. – This is the goal
 - Retroactive is tricky.
 - The raise moving forward would be every step you didn't get – you wouldn't get back pay.
 - A lot of things are in bargaining right now. Where we are because bargaining folx have not been willing to take low ball counter offers
 - Collective bargaining is happening with the States team and the governor is part of that
 - COWINS is working with the legislature on the budget to fund the contract that we are asking for.
 - There has been a huge revenue increase after the COVID collapse.
 - Looks pretty good to be able to fund those requests.
 - The amount of pay compression even at CSU is unbelievable.
 - This is happening across the state in every department – amount of pay compression is very high.
 - A lot of people are not where they should be.
 - If you would like to learn more Heather and Ivy will be available after the meeting, so please connect after!
- Housing Survey
 - Only 20% of employees have filled out the housing survey – please remind everyone you work with to take the survey.
 - Stacey: It is critical that you find the email that you received on August 13th or an updated email from the sender. Every link is unique, link has to be from the email that the individual employee received.
 - Sent out emails again on Monday September 13th.
 - Was this only sent to folks who haven't taken it yet? Yes!

- Courageous Strategic Transformation
 - Adrian, Jim, Meg sat in on Courageous Strategic Transformation
 - All a little puzzled about what is going on. We have some folks on the council who are on leadership drafting groups. Hoping to get some more insight on what you are doing and the direction you have been given?
 - <https://courageous.colostate.edu/leadership-groups/>
 - There are 14 groups total
 - **Abbey:** Strategic Enrollment – Had no idea what was going on initially.
 - No one told Abbey why on it or how was added to it.
 - Trying to come up with 4ish goals on what we want enrollment to look like in the next 5 or so years.
 - Adult learners, veterans, transfer students and really trying to get a wider and more diverse group of students to CSU.
 - Expecting lower enrollment numbers in the future
 - Trying to have everything wrapped up by November.
 - Talking about becoming a Hispanic Serving Institution
 - A lot of focus on rural students with focus on emails Chancellor Frank has set out
 - Adrian: How does this wrap into the Courageous Strategic Transformation
 - Not really sure – making sure our goals reflect the green and gold statutes that are written out in the Strategic Plan.
 - Everyone works on their piece of the pie and administration will pull a whole document together.
 - **Stacey:** Sustainability CST (Courageous Strategic Transformation) Team
 - Objective to create 3-5 goals
 - We've met 4 times
 - Using collaboration tools to make sure everyone in the group is involved.
 - Have 5 goals currently drafted.
 - Timeline: need to be complete in our goals as a first draft by tomorrow (September 17th), by the end of the month all the goals drafted by CST teams should be in a uniformed template and all the goals need to fit into the template.
 - Beginning in October
 - Solicit feedback from the campus community – each CST group

- 4-6 week period where these open forums will take place
- Based of feedback from community update to goals
- Final draft of goals November 17th
- All goals of CST work will go to the board of governors.
- Stacey has done some outreach to other CST working groups where there is overlap in goals.
- **Wayne:** Strategic Workforce Development, Support and Wellness
 - Steps that Stacey described are the same steps
 - Looking at specific landscape of CSU
 - Literature review: looked at what is going on across the nation and beyond
 - Just met yesterday (September 15th) and put information together
 - Teasing together 3 strong points on the template
 - Going to breakout into groups and bring in some more expertise and specific points to the template.
 - There is some flex on the timelines
 - Open forums are intended to allow campus and community as a whole provide input on those goals.
 - All tied to the 2026 timeline attached to the CST.
 - Looking towards 2026 and where do we want to be when we get there.
 - Forums will be in person and virtually.
 - Really want to optimize opportunity for feedback of goals
 - All the drafting groups have begun to meet outside the budget and a few others.
 - A lot of the budget requests will come from these goals
 - How does the budget support goal of CST.
- Folks were chosen and nominated because of their interest and experience in these different areas
 - This will go in the new year for another review and update for our board of governors and will eventually be something we share at large
 - Actively working on these goals over the next 5 years.
 - We want to showcase our efforts and be transparent with updates.
 - Priorities align as an organization – more powerful as one entity.
- Who are the folks in bold? – Chairs or Co-Chairs of those committees

- Robyn is an executive sponsor on the committee she sits on.
- **Stacey:** Sue Do is on the Individual and Institutional Accountability working group. Sue and Stacey had a conversation about the living wage conversation a few years ago. Drafting groups should consider living wage conversation when talking about goals – get it into strategic plan
 - Access and providing a living wage would be valuable as an institution
 - Maybe Robyn and Wayne this would be neat to include that where we can
 - Robyn: fits well with the conversations having and will bring back.
 - When CPC made their last ask it was through the RBEI (Race, Bias, Equity Initiative) process – ask was HR or whoever the appropriate body is, preform an annual review of where salaries fell within the living wage.
 - State Classified this done on a state level, but HR is currently working on that for AP as well.

CPC Committee Reports:

- Communications – Kristin Berthold
 - Website: Meg updated committee members for this year online – check for accuracy and email Kristin if there are any edits. If you don't have a picture yet and are willing to share, please send to Kristin
 - The committee list will be updated soon
 - Facebook – Eva is continuing to post on Facebook
 - Also looking for different ways to reach more employees specifically folks who don't regularly have access to email
 - Direct mail, popping by a meeting, etc.
 - Communicator: Newsletter that typically goes out quarterly will go out mid-October.
 - CSU Life and SOURCE, haven't posted anything recently but working on getting something posted. Can send Kristin ideas for that.
 - Jamyee will be taking on some of this, this fall.
 - Any ideas you have for the communication team we are open to more ideas
 - Meg: For the website if committee chairs and co-chairs can send a list of committee members to Kristin or Meg that would be great.
 - Meg has been doing the bulk of website updates.
 - Meg is not doing anything major.
 - Housing information will go on the website!
 - Stacey: Looking at CPC minutes on the website.
 - Fallen a little bit behind keeping the minutes up to date.
 - Meg has just put-up new meeting minutes. Might need a cookie refresh.

- Employee Recognition – Nancy Cowley
 - Working on catching up with Everyday Heroes
 - Have 5 more left to do and reinterview.
 - Had an Education Assistance just come through, will be putting that up soon
 - Trying to get more nominations for the different awards.
 - New Day in the Life just got published about Adrian.
 - Adrian just ran 100 miles and won the Leadville 100!
- Legislative – Adrian Macdonald
 - Met with two local house representatives Kathy Kip and Andrew Boesenecker.
 - First asking thoughts on COWINS Contract – very supportive.
 - Brought up staff shortage that we are facing.
 - Durrell Center was shut down for staffing issues – think a lot of this might have to do with low pay and cost of living in Fort Collins.
 - Brought up leave benefits and send them some information that we dug up a few years ago – seemed open to digging into that as well.
 - This was the first year we met with Andrew – pretty impressed with him. Productive meeting.
- Employee Engagement and Experience – Meg Skeehan/ Alisha Zmuda
 - Did the Invest in Yourself event – early August
 - Overall good attendance, but not a lot of good people came in person.
 - Week before the mask mandate came back, but it felt comfortable.
 - Had good virtual attendance
 - We have another meeting next week.
- Executive – Adrian Macdonald
 - We have been discussing the format of our meetings
 - How do we feel this went with the Owl?
 - Do you want to think about it and email Adrian or all of the exec team?
 - Smaller room would be better moving forward
 - Want a smaller space to see the screen for information shared.
 - Owl
 - Email will be sent out soon with a survey on which pronouns you would like on nametags.
 - Has there been any tickets provided?
 - Everyday Hero award?!
 - Tickets for a winning team to send out to folks
 - Timberline Housing spot is close to happening 180 units by 2023
 - Can keep an eye on this

- Hughes Stadium land might have a swap for other property in town – keep Hughes an open space
 - Still a lot of baseball left to be played.
- Note: Compensation Report came out!
 - September 15th Compensation Report came out – we will look into this!

End of Business Meeting!

DRAFT

Chair Report

9/20/2021 CPC/APC/FC Chairs and vice chairs and Melinda Smith (Faculty Representative to BoG)

- Discussed how to get APC and CPC reps at BoG meetings
- Statute 23-30-101 to 23-30-124 includes a Faculty Council Rep
 - <https://law.justia.com/codes/colorado/2016/title-23/state-universities-and-colleges/article-30/section-23-30-101/>
- Ask legislators to try to push to include APC and CPC
- APC Goals for FY22:
 - housing, valuation, leave bank, a million HR things, optimizing committees
- FC Goals for FY22:
 - communication, shared governance, core curriculum committee, extension

10/11/2021 CPC/APC/FC Chairs and vice chairs and Melinda Smith (Faculty Representative to BoG)

- Board of Governors takeaways:
 - State Budget looking good
 - Recognition that salary disparity is a huge problem
 - Haring process is difficult
- All three groups will look into implementing exit interviews to hopefully find out why people are leaving

10/12/2021 Executive Committee

- Hybrid meeting went well. Meg will facilitate Owl again and we will meet in smaller room
- Look in to having recognition for essential workers on Canvas Stadium screen
- Rachel Barrett and Tracy Hutton in September
- January – Safe Zone training

10/14/2021 Contract Ratification with Vinu

- New annual leave structure:
 - 1-3 years: 8 hours (192 hour max)
 - 3-5 years: 9 hours (216 max)
 - 5-10 years: 11 hours (264 max)
 - 10-15 years: 13 hours (312 max)
 - 15+ years: 16 hours (384 max)
- As of noon on 10/14 86 new members at CSU from ratification voting
 - 130 total at CSU
 - 3,500-3,800 total state wide

10/15/2021 Sonjia Cervantes – Chair/Elect for MSFN (multicultural staff and faculty network) and District 2 Rep for Colorado WINS

- How can CPC and MSFN work together?
- Sonjia will come to CPC meeting to discuss

10/18/2021

- Discussed CO WINS contract
- Thanksgiving professional development days may not be permanent but there is a desire to have employees well being stressed moving forward
- Discussed exit interviews vs stay interviews

From: [CPC Website](#)
To: [CSU CPC; operations](#)
Subject: New submission from University Committee Report Form
Date: Saturday, October 2, 2021 2:13:12 PM

University Committee Name:

President's Sustainability Commission

Date of Meeting:

09/20/2021

Name of CPC Representative

Stacey Baumgarn

Email of CPC representative

Stacey.Baumgarn@colostate.edu

Meeting Highlights Pertinent to CPC and SC employees:

Did you know that CSU has a President's Sustainability Commission? If not, blame me, I am loooooong overdue in providing a university committee report to CPC. The President's Sustainability Commission (PSC) is one of just a handful of presidential commissions at CSU. The PSC is made up of one representative from each college, division, and numerous university constituencies (like CPC!). While the official membership list runs in the dozens, most meetings are attended by 20-25 "regulars" - of which I am proudly one. Additionally, there are numerous PSC sub-committees and working groups where much of the month-to-month "work" takes place (I serve/work on at least six of these!).

The mission of the PSC is to "Promote and facilitate the effective integration of sustainability across all aspects of the University." The PSC takes a holistic approach to sustainability - solutions should always strive to achieve triple-bottom-line outcomes - meaning that environmental, economic, and equity are all equal considerations. We should not try to save \$ at the cost of the environment and/or, we should create safe places to work in order to protect the well-being of our employees. In this perspective of sustainability, it's all interconnected.

While the PSC rarely has agenda items of direct pertinence to state classified employees - there are times where the PSC is a critical and key strategic partner to the CPC. For example, a living wage. It was the CPC alongside APC and Faculty Council that did the heavy lifting in CSU's adoption of the living wage initiative in 2018 but, the employee councils carried letters of support from the PSC as well. CPC wanted to see a living wage for employees because it directly affected many state classified employees. The PSC is a partner and supporter for a living wage because of the way a living wage can reflect institutional support for social sustainability.

Well - as a sampler, recent meeting agenda items have included 1) Courageous Strategic Transformation - Sustainability 2) ASCSU Environmental Affairs FY22 Projects and focus areas 3) an Air Travel Offset program (coming in 2022 I think) 4) PSC Sustainability Funds and PSC Curriculum Innovation Grants and 5) member updates - the PSC dedicates at least 30 minutes of each meeting to allow for folks from around the university to share news and updates or ask questions about sustainability efforts and initiatives.

Similar to CPC - members of the PSC are a committed and hard-working group of CSU employees - playing the long game to help the institution be its best self. Let me know if you have specific questions about the President's Sustainability Commission (or about sustainability in general, it's my day job!). Thanks for reading. See you all soon.

Do you wish to provide a verbal update at the next regular CPC meeting?

No

Next Meeting:

10/18/2021 - on Teams!

Link for more information about this University Committee:

<https://green.colostate.edu/presidents-sustainability-commission/>

Sent From: Classified Personnel Council - <https://cpc.colostate.edu>

From: [CPC Website](#)
To: [CSU CPC; operations](#)
Subject: New submission from University Committee Report Form
Date: Friday, October 1, 2021 5:44:13 PM

University Committee Name:

Housing Task Force

Date of Meeting:

09/09/2021

Name of CPC Representative

Stacey Baumgarn

Email of CPC representative

Stacey.Baumgarn@colostate.edu

Meeting Highlights Pertinent to CPC and SC employees:

Oops - seems I missed a meeting update from 8-12-21 so, I'll just combine two reports into one - thanks you say? OK!

At the 8-12-21 meeting we 1) continued to discuss the vision and mission statements for Employee Housing Programs 2) discussion about the Housing Assessment (which by now, all of you participated in and has closed) (and I hope we have results to share with you all soon) and 3) discussed addition of a home buying class offered by Brothers Redevelopment. We were excited about this new partnership. Brothers is a trusted non-profit in the Denver area and, could offer the home buying course in Spanish! Win win!

The 9-9-21 meeting included 1) finalizing the language of the vision and mission statements (hopefully they will be on the website soon) 2) At this point in time, the Housing Assessment survey response was ~21% and it was determined to extend the response period by one week. 3) The Timberline Apartments and how to balance the supply of below-market rate units and financial obligations to the developer... More about this topic below.

The project to build below-market rate apartments available to CSU employees near Timberline Church has been a topic and ongoing effort for many years now. Perhaps you have read about or heard about the land swap? CSU agreed to trade the acres of land they had adjacent to Timberline Road, in exchange for more acres immediately to the east (and off the main road). With more land, CSU - through a partnership with Tetrad (a P3 partner) (P3=public / private partnership) - can build a larger project and intends to have ~60 units available to CSU employees. Some of these units will be below-market rate with the idea that employees earning 80% (or even 60%) AMI (area medium income) can access these units to rent. It's complicated and there are tons of details to discuss and work out. We have a little time but need to make decisions soon. Construction is expected to begin in the spring of 2022 with the first units available to rent in the summer of 2023. There is a lot more to this story and I won;t make you read it all here. Give me a call or ask me about it at the next CPC meeting.

FYI - the Oct. meeting of the Housing Task Force has been canceled as Debbie Mayer will be at the Colorado Housing Conference - a great place for her to be to learn more. So, I'll be back with another written report to you all in Nov. Take care.

Do you wish to provide a verbal update at the next regular CPC meeting?

No

Next Meeting:

11-11-2021

Link for more information about this University Committee:

<https://hr.colostate.edu/employee-housing-programs/>

Sent From: Classified Personnel Council - <https://cpc.colostate.edu>

From: [CPC Website](#)
To: [CSU CPC; operations](#)
Subject: New submission from University Committee Report Form
Date: Friday, October 1, 2021 5:06:30 PM

University Committee Name:

Physical Development Committee

Date of Meeting:

09/17/2021

Name of CPC Representative

Stacey Baumgarn

Email of CPC representative

Stacey.Baumgarn@colostate.edu

Meeting Highlights Pertinent to CPC and SC employees:

Hello CPC members - here is a quick update regarding the last meeting of the campus Physical Development Committee (PDC). This meeting started with a sort of a kick-off /review of what the PDC is and does, its mission and charge, and a welcome of many new members to the committee. As always - the PDC keeps a great webpage up to date for your convenience and curiosity (see below for link)!

Agenda items this month included 1) The approval of the naming of a new building on the Foothills Campus - the Field Research & Education Facility. 2) A presentation on the FY22 priorities from the Vision Zero Task Force - including an update on projects implemented to date. If you need a refresher on Vision Zero, you can visit the webpage: <https://president.colostate.edu/presidents-vision-zero-task-force/> 3) A discussion and approval to add two accessory structures at the Foothills Campus Composting Facility and 4) A quick review of quorum, membership, and voting rules and procedures for this committee.

The topic(s) most pertinent to CPC and State Classified employees are likely those related to Vision Zero and the identification, implementation, and future planning to increase and ensure the safe movement of our students, employees and visitors to, from and through our campuses. You may use or experience these elements on a daily basis. I often give campus (sustainability) tours in my day job. In many cases, I am talking about everyday things that support and enhance sustainability practices on campus - things we likely do not even "see" or realize are there. The Vision Zero efforts can sorta fall in this category. Once a new separated trail or intersection improvement is in place - we can easily take it for granted. In fact, the projects implemented through Vision Zero efforts are very intentional and support a most important goal - the elimination of fatalities and severe injuries on campus related to our movement!

I hope you all have the chance to get out - take a walk, ride a bike or e-scooter across campus - and do so in appreciation of the thoughtful intention of groups like the Vision Zero Task Force. Until next month. Do good. Be well.

Do you wish to provide a verbal update at the next regular CPC meeting?

No

Next Meeting:

10-15-2021

Link for more information about this University Committee:

<https://www.fm.colostate.edu/pdc>

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